



Office of the State Superintendent of Education
Free Summer Meals Program

[Insert Name of Organization]

CAMP HEARING PROCEDURES [7 CFR 225.6 (c)(5)]

- (1) A simple, publicly announced method will be used for a family to make an oral or written request for a hearing;
- (2) The family will have the opportunity to be assisted or represented by an attorney or other person;
- (3) The family will have the opportunity to examine the documents and records supporting the decision being appealed both before and during the hearing;
- (4) The hearing will be reasonably prompt and convenient for the family;
- (5) Adequate notice will be given to the family of the time and place of the hearing;
- (6) The family will have the opportunity to present oral or documentary evidence and arguments supporting its position;
- (7) The family will have an opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses;
- (8) The hearing shall be conducted and the decision made by a hearing official who did not participate in the action being appealed;
- (9) The decision shall be based on the oral and documentary evidence presented at the hearing and made a part of the record;
- (10) The family and any designated representative shall be notified in writing of the decision;
- (11) Written record shall be prepared for each hearing which includes the action being appealed, any documentary evidence and a summary of oral testimony presented at the hearing; the decision and the reasons for the decision, and a copy of the notice sent to the family; and
- (12) The written record shall be maintained for a period of three years following the conclusion of the hearing, during which it shall be available for examination by the family.

Signature of Authorized Representative

Date

Print Name & Title